

BNL MACHINE SHOP SAFE WORK PRACTICES EVALUATION FORM

Rev. 05-01-2006

Dept./Div.: LS Course Number: LS-SH-DRILLPR Course Name: **Drill Press Safety**Employee Name: _____ Life Number: _____
(please print)

COMPETENCIES	COMMENTS
1. State BNL policy for use of eye protection in machine shops.	
2. Identify master power on/off switch for tool, and explain the requirement for access to it.	
3. Identify all machine guards and describe their functions.	
4. Explain the potential hazards of working with soft metals, and securing a piece by hand.	
5. Identify all controls and describe their functions.	
6. Demonstrate the following safe work practices:	
6.1 Ensure that all loose clothing, jewelry, and hair are secured as necessary.	
6.2 Ensure that the piece is secured to the work surface prior to starting drill motor.	
6.3 Ensure that the drill bit is secure in the chuck and the chuck key is removed prior to starting drill motor.	
6.4 Ensure that the face shield is clean and in place between the point of operation and eyes.	
6.5 Pull the handle toward self (do not lean into machine) and ensure that excessive downward force is not exerted on drill bit.	
6.6 Ensure that all rotational motion has stopped prior to touching piece or chuck.	
6.7 Clean machine and area upon completion, ensuring not to use bare hands or compressed air on metal chips.	

The evaluator certifies that the employee demonstrated safe performance of the items listed above.

☐ If this box is checked, see additional comments on back of this form.

Evaluator Name / Signature: _____ Date: _____

Employee Signature indicates his or her completion of the above evaluation.

Employee Signature: _____ Date: _____

Send completed forms to the NSLS Training Coordinator, P. O. Box 5000, Bldg. 725D, Upton, NY 11973.